

1986 JUN 25; PH 2: 50

Georgia Department of Education

Office of Administrative Services Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

MEMORANDUM

TO:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

- 76-RM-1 "Scheduling Procedures"
 82-RM-2 "Finance and Fiscal Files Supplement"
- 3. 82-RM-4 "Statewide Commons Supplement"
- 79-RM-1 "State Records Services Handbook"



FOR AGENCY USE

APPLICATION FOR RECORDS RETENTION SCHEDULE

1. Agency Address

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Industrial Development-Quick-Start Progra	nApplication Number
	Office Of Vocational Education	21-7
Application Number	340 State Office Bldg.	Data Received Data Completed
	Atlanta, Georgia 30334	
		1-8-81 11-20-81
2. Person to Contact Lynda L. Sm	ith Working Title Senior Secretary	Telephone Number 656–2550
3. Action Requested		
• XX Establish Retention S	Schedule; record will continue to accumulate.	
b. Dispose of present ac	cumulation; no further accumulation anticipated.	
c. Amend Application N	No Check One: Change; C Superce	de; 🗆 Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	fferent)
Earliest Latest	Outob Chout Administration Diles	
Tuly 1973 To Date	Quick-Start Administrative Files	
6. Division and Office Function	What is the function of the Division and the Office in	which this second ensire is granted?
3. Ottison and Office Function	what is the remedian of the Division and the Office in	Amen (us record series is created)
for training perso 28 Quick-Start Off	it is responsible for providing instructors nnel in new or expanding industries in George Campus Coordinators with the responsibility aining at each school as well as at rented or control of the contro	gia. There are approximately to coordinate new and
3		
	iod and inital start-up. Quick-Start is resaintenance of State funds and equipment to	
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	imbers and titles, if any):
Documents relating to:	recording approved budgets and disbursements expenditure reports, and related documents	
Included are:	Grant Budgets, Award Contracts, budget expendisbursements, equipment location, consultrelated correspondence.	
• •		
File is arranged:	chronologically by fiscal year, thereunder name of voc-tech school.	alphabetically by
3. Monthly Reference Rate	How often are records referred to which are:	
One to six months old 6 twenty-five months and olde	5 Seven to twelve months old 65; Thirteen t	o twenty-four months old <u>30</u> ;
9. Annual Rate of Accumulation Letter-size drawers one		Other (specify)

YES NO 10. Questionnaire	(Place an "X" in the proper i	column)	
1 1	cial copy of the series?		
X If not where is		on requiring security handling? If yes, cite law or regulat	ion.
X			il .
x c. Is this a vital re		egasob value?	
	s nave historical or long term re	t necessary to keep the entire file for a long period, could	l those
	scheduled separately?	t necessary to keep the entire me for a long period, could	tnese
		published? If yes, attach copy.	
		analyzed and/or recorded in a summarized report?	
X If yes, attach to	οδγ		
h. Is there a dupli	<u> </u>	ice, or in another office or agency?	
	er a major portion of it! regular!	y microfilmed?	
	d series result in a computer pri	ntout?	·
I. Retention Requirements	The following requ	ires the series to be kept:	
e. State Law	0	d. Audit period2	vears.
b. Statute of limitation	0years.	e. Administrative need	years.
c. Federal law	Oyears.	f. Federal retention instructions 0	years.
Attach copy or excert of la	aws or regulations. Explain adm	ninistrative need.	
		time for any questions concerning	
budget expe	nditures and Outck.	-Start if solely responsible for m	.adm.tadda
Budgets by	"line items".	prair it soleth leshousings for m	aintaining
		mends that the file series be cut off at the end of each:	and the second second
2. Approved Disposition Instr			
	☐ Calendar Year;3	© Fiscal Year; □ Other	then,
	•		
Hold in the current files	s area month(s)t	twovear(s): then	
	ng area; holdyear(s		
Transfer to State Recor	rds Center; hold <u>EIGHT</u> ye	ear(s): then	
Destroy.			•
	ves for permanen retention.		
Other (Specify)			
	•		:
-		$-\mathbf{U}_{i}$, which is the second of \mathbf{v}_{i}	
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	•		
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These instructions apply to	all prior and future accumulate	ions of the series.	
	•		
	-A	Records Management Officer (Signature)	Date
ency Head/Designee (Signat	ture) Date		Date
Not LUIST	Bullet 1/2/01	Walker L. Baumgardner	1-7-81
/u·\/, /~./\/	may 1/1/1		
		State Records Committee (Signature)	Date
commendations in para-		F)	
sph 12 are approved.	State Auditor/Designee	hart	1-16-8
f disapproved, attach letter explanation.)	Secretary of State/Designee	Carriel Das	
			1-15-8
		Charles of	1-15-8
	Attorney General/Designee	Mirrhed	1-15-8